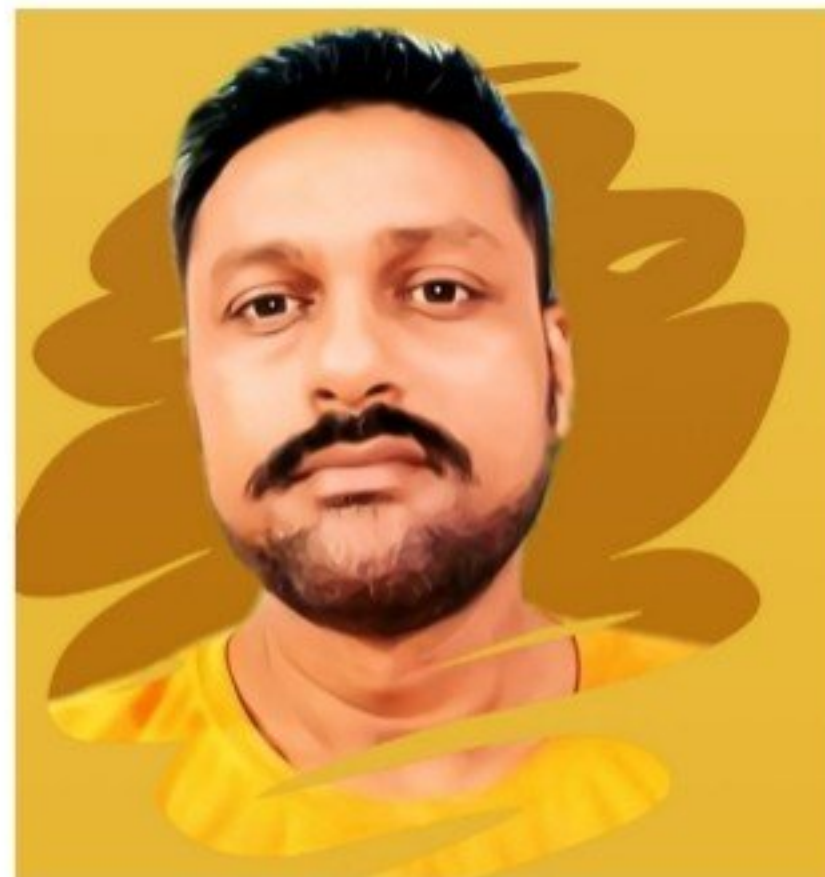


A PRESENTATION ON REPORT WRITING



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INTRODUCTION AND MEANING

A research report is a presentation of research findings in the form of a report and it is a necessary part of research process. The purpose of research report is communicate the result with interested parties. Reporting is the end product of a research activity.



FUNCTIONS OF RESEARCH REPORT

1. Research report communicate the problem, the method, facts, the conclusions and their interrelationships.
2. It serves as a reference material for future use.
3. It reveals the research ability of the researcher.
4. It is useful to policy makers and administrators for taking decisions and policies.
5. It provides systematic knowledge on problems and issues analyzed.



ESSENTIALITIES OF A GOOD REPORT

1. Clarity and coherence
2. Writing correctly
3. Brevity
4. Objective
5. Styled to the readers taste
6. Readability
7. Continuity of ideas
8. Consistency
9. Planning and organizing
10. Avoiding personal opinion
11. Interest and appeal



TYPES OF REPORT

1. Oral report

2. Written report

- i. Popular report
- ii. Technical report
- iii. Interim report
- iv. Summary report



PLANNING AND REPORT WRITING

1. Target audience
2. Communication characteristics of the spectators
3. The purpose of research report
4. The type of the report
5. Scope of the report
6. Style of reporting
7. Format of the report
8. Prepare detailed outline



FORMAT OF A RESEARCH REPORT

1. The preliminaries

- i. The title page
- ii. Preface
- iii. Table of content
- iv. List of tables and figures

2.The text

- i. Abstract
- ii. Introduction
- iii. Research procedure
- iv. Result
- v. Discussion
- vi. Conclusion and summary



3. The reference material

- i. Bibliography
- ii. Appendices
- iii. Index (if any)



PREPARATION OF RESEARCH REPORT

There three stages in preparation of research report.
They are

1. Organization or structure of research report
2. Write up
3. Documentation



CONTENTS OF THE RESEARCH REPORT

1. Introduction
2. Statement of the problem
3. Research methodology
4. Facts presentation
5. The findings
6. The inference
7. The conclusion
8. Recommendations
9. Summary or abstract



REPORT WRITING STAGES

1. Understanding the report brief
2. Gathering material and data
3. Make overall format
4. Make detailed outline
5. Drafting the report
6. Editing the final draft
7. Documentation



DOCUMENTATION STYLES

1. Modern Language Association Style Documentation (APA)
2. APA Style Documentation
3. Turabian Style Documentation



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PUBLICATION OF THE REPORT BY USING COMPUTER PACKAGES



PRESENTATIONS

1. Oral presentation
2. Poster session
3. Computer based presentation
4. Slide presentation format
5. Word processing software
6. Written presentation
7. Multimedia presentation



CONCLUSION

The results of a research project are publishable, the project should be communicated in the form of a research report. A report conveys information and sometimes recommendations from researcher who has investigated a topic in detail. It is a final product or outcome of the research work. It is a concise, clear communication of the important findings of the research work.



*Thank
you*

